

BOARD MEETING MINUTES

MISSISSIPPI DEPARTMENT OF INFORMATION TECHNOLOGY SERVICES

October 29, 2009

The Mississippi Department of Information Technology Services Board met in the 5^h floor Conference Room of the Robert G. Clark, Jr. Building, 301 North Lamar Street, Jackson, Mississippi 39201, on Thursday, October 29, 2009, at 11:00 A.M. to discuss Information Technologies efficiencies for state government.

Members Present:

Thomas A. Wicker, Chairman

Lynn Patrick, Vice-Chairman

Derek Gibbs

John Hairston

Rodney Pearson

Staff Members Present:

David L. Litchliter, Executive Director

Lynn Ainsworth, ISS Deputy Division Director

Roger Graves, Telecomm Services Division Director

Craig Orgeron, Strategic Services Division Director

Michele Blocker, Internal Support Services Division Director

Others Present:

Senator Merle Flowers

No actions were taken by the Board during this session.

The Mississippi Department of Information Technology Services Board reconvened in the 4th floor Class Room of the Robert G. Clark, Jr. Building, 301 North Lamar Street, Jackson, Mississippi 39201, on Thursday, October 29, 2009, at 1:30 P.M.

Members Present:

Thomas A. Wicker, Chairman

Lynn Patrick, Vice-Chairman

Derek Gibbs

John Hairston

Rodney Pearson

Legislative Advisor Present:

Senator Sampson Jackson, II

Staff Members Present:

David L. Litchliter, Executive Director

Lynn Ainsworth, ISS Deputy Division Director

David Johnson, Accounting Manager

Roger Graves, Telecomm Services Division Director

Jimmy Webster, Information Security Division Director

Craig Orgeron, Strategic Services Division Director

Mitchell Bounds, Data Services Division Director

Michele Blocker, Internal Support Services Division Director

Cheryl Yelverton, ISS Technology Consultant

Debra Spell, ISS Technology Consultant
Donna Hamilton, ISS Technology Consultant
Jane Woosley, ISS Technology Consultant
Melinda Simmons, ISS Technology Consultant
Paula Conn, ISS Technology Consultant
Ravaughn Robinson, ISS Technology Consultant
Rita Rutland, ISS Technology Consultant
Tina Wilkins, ISS Technology Consultant
Caren Brister, Strategic Services Division
Debra Brown, Strategic Services Division
Rhonda Allen, Strategic Services Division

Others Present:

Senator Merle Flowers
Jerry Cain, Mississippi Department of Environmental Quality
Adam Lee, Mississippi Department of Corrections
Joel Savell, Mississippi Department of Human Services
Scott Cook, AT&T
Travis Clayton, Ciber, Inc.
Henk DeWeerd, University of Mississippi Medical Center
Pat Little, University of Mississippi Medical Center
Kevin Crowe, University of Mississippi Medical Center
Larry Bowman, University of Mississippi Medical Center
Steve Browning, Hayes Dent Public Strategies

Mark Garriga, Butler Snow

Jean Elaine Ellis, Carousel

Chris Howard, Mississippi Department of Rehabilitation Services

Mark Winter, Mississippi Department of Rehabilitation Services

Mary Hudgens, Mississippi Department of Rehabilitation Services

Clay Johnston, Mississippi Department of Public Safety

Paula Brown, Mississippi Department of Rehabilitation Services

Shelia C. Browning, Mississippi Department of Rehabilitation Services

Gary Hennington, The Geospatial Group

Renea Haycraft, Mississippi Secretary of State's Office

Cindy Crocker, Mississippi Secretary of State's Office

Chris Christmas, Mississippi Department of Human Services

Karen Newman, The Clay Firm

Vicki Helfrich, Mississippi Public Utilities Staff

Bill Kimry, Avaya

Lee Ann Mayo, Capitol Resources

Shirley Smith, Mississippi Department of Public Safety

Agenda Item No. 1: Tom Wicker called the meeting to order and directed the Board's attention to the first agenda item, approval of the minutes from the ITS Board Meeting on September 27, 2009. On motion by John Hairston and second by Lynn Patrick that the minutes of the September 27, 2009 meeting be approved:

Motion carried; unanimously.

Agenda Item No. 2: Henk DeWeerd presented the recommendation for Project No. 38453, requesting approval of an exemption to request proposals for the acquisition of an enterprise Unified Communications platform for **UNIVERSITY OF MISSISSIPPI MEDICAL CENTER (UMMC)**. UMMC requests approval of the exemption at a total estimated 3-year lifecycle cost of \$9,095,875.00. UMMC will solicit proposals in accordance with all statutory requirements for such acquisitions.

On motion by John Hairston and second by Rodney Pearson the request for authority to issue the RFP was denied and the Board asked that UMMC conduct a complete analysis of technology available for the implementation of an enterprise Unified Communications platform, including, but not limited to, all technical options available to UMMC for use of their existing infrastructure, and that UMMC present those options along with the estimated lifecycle cost of each, as well as UMMC's recommended technical approach, to the ITS Board, which would then reconsider authorizing the issuance of a Request for Proposals (RFP) for a Unified Communications solution versus an upgrade of existing infrastructure.

Motion carried; unanimously.

Agenda Item No. 3: Rita Rutland and Clay Johnston, CIO, Mississippi Department of Public Safety, Criminal Information, presented an overview and request to issue RFP No. 3614-38424 for the acquisition of a vendor to provide a database/network services for the purpose of sharing nationwide, web-based offender information for the **MISSISSIPPI DEPARTMENT OF PUBLIC SAFETY (MDPS)**. The staffs of ITS and MDPS jointly request approval to advertise and publish RFP No. 3614-38424 for the acquisition of nationwide, web-based offender information for use by

the Mississippi Department of Public Safety, Criminal Information Center.

On motion by John Hairston and second by Rodney Pearson that the staff recommendation be approved:

Motion carried; unanimously.

Agenda Item No. 4: Lynn Ainsworth presented the recommendation for RFP No. 2986-38434 for the continuation of the Agreement with CGI Technologies and Solutions Inc. through Change Order Number 18 for the **MISSISSIPPI DEPARTMENT OF ENVIRONMENTAL QUALITY (MDEQ)**. The staffs of ITS and MDEQ jointly recommend approval of the continuation of the Agreement with CGI through June 30, 2014, in an amount not to exceed \$1,025,000.00 through Change Order Number 18. With this continuation, the revised total not-to-exceed lifecycle cost of this project is \$5,563,191.25.

On motion by Rodney Pearson and second by John Hairston that the staff recommendation be approved:

Motion carried; unanimously.

Agenda Item No. 5: Debra Spell presented the recommendation for Project No. 3587-38008 for the acquisition of Electronic Benefit Transfer Services (EBT) for the **MISSISSIPPI DEPARTMENT OF HUMAN SERVICES (MDHS)**. The staffs of ITS and MDHS jointly recommend ACS State & Local Solutions, Inc. to provide a Electronic Benefit Transfer Services at a total five-year and four-month lifecycle cost of \$13,125,000.00. Approval for an additional \$5,054,400.00 is also being requested for two optional renewal years. This will bring the total amount requested for approval to \$18,179,400.00.

On motion by John Hairston and second by Lynn Patrick that the staff recommendation be approved:
Motion carried; unanimously.

Agenda Item No. 6: Donna Hamilton presented the recommendation for Project No. 3423-38409 for the continuation of the Agreement with LMS Consulting, LLC for maintenance and support services for the Securities Tracking and Registration (STAR) System for the **OFFICE OF THE SECRETARY OF STATE (SOS)**. The staffs of ITS and MSOS jointly recommend approval of the continuation of this Agreement with LMS Consulting, LLC through November 30, 2010 in an amount not to exceed \$84,000.00 for consulting and support services for the Securities Tracking and Registration (STAR) System. With this continuation, the revised total not-to-exceed lifecycle cost of this project is \$552,960.00.

On motion by Lynn Patrick and second by Derek Gibbs that the staff recommendation be approved:
Motion carried; unanimously.

Agenda Item No. 7: Donna Hamilton and Debra Brown presented the recommendation for Project No. 38397 for a Change Order to the Agreement with Information Management Systems, Inc., to expand services in support of the State's Enterprise GIS implementation for the **MISSISSIPPI DEPARTMENT OF INFORMATION TECHNOLOGY SERVICES (ITS)**. The staff of ITS recommends the approval of this Change Order Request in the amount of \$282,635.00, to provide services in support of the State's Enterprise GIS implementation. With this Change Order, the revised total not-to-exceed lifecycle cost of this project is \$781,295.00.

On motion by John Hairston and second by Derek Gibbs that the staff recommendation be approved if ITS confirms that no less than 80% of the funding for the Archives and History component of this

Change Order Request is from federal sources:

Motion carried; with one vote against by Lynn Patrick.

Agenda Item No. 8: Cheryl Yelverton presented the recommendation for Projects No. 38363, 38431, and 38436 for the continuation of the Agreement with Alliance Enterprises, Inc. for professional services to expand, customize and implement the Employer Module and the Office of Special Disabilities Program (OSDP), Medicaid Waiver Case Type Revisions, and provide continued Software Support Services for the Automated Accessible Casework Environment (AACE) system for the **MISSISSIPPI DEPARTMENT OF REHABILITATION SERVICES (MDRS)**. The staffs of ITS and MDRS jointly recommend approval of the continuation of the Agreement with Alliance Enterprises, Inc. to provide professional services to expand, customize and implement the Employer Module and the OSDP, Medicaid Waiver Case Type Revisions, and provide continued Software Support Services for the Automated Accessible Casework Environment (AACE) system, at a total 3-year life cycle not to exceed \$1,420,871.00. With this continuation, the revised total not-to-exceed lifecycle cost of this project, including all maintenance and support services, is \$4,348,727.00.

On motion by Rodney Pearson and second by Tom Wicker that the staff recommendation be approved:

Motion carried; unanimously.

Agenda Item No. 9: Rita Rutland and Adam Lee, Mississippi Department of Corrections, presented the recommendation for Project No. 38428 for continuation of the Agreement with APPRISS, Inc. to enhance and extend the support and maintenance services for an additional 2 years

for the Statewide Automated Victim Information and Notification program (SAVIN) for the **MISSISSIPPI DEPARTMENT OF CORRECTIONS (MDOC)**. The staffs of ITS and MDOC jointly recommend approval of the continuation of this Agreement with APPRISS, Inc. through December 2011, in an amount not to exceed \$1,600,000.00 for enhancements to the SAVIN program and to provide 2 additional years of maintenance and support services. With this continuation, the revised total not-to-exceed lifecycle cost for this project is \$2,760,044.00.

On motion by John Hairston and second by Lynn Patrick that the staff recommendation be approved:
Motion carried; unanimously.

Unscheduled Agenda Item: Tom Wicker presented the recommendation for the ITS Board to appoint Dr. Carol M. Lehman to replace Rodney Pearson for the remainder of his four-year term on the Council for Education Technology (CET).

On motion by Rodney Pearson and second by Tom Wicker that the recommendation be approved:
Motion carried; unanimously.

Lynn Patrick stated there was a need to go into closed session to determine the need for executive session.

On motion by Lynn Patrick and second by Rodney Pearson that the ITS Board would convene in closed session to determine the need for executive session:

Motion carried; unanimously.

The determination for executive session was discussed in closed session, and on motion by Tom Wicker and second by John Hairston that the ITS Board would convene in executive session to discuss prospective litigation:

Motion carried; unanimously.

The ITS Board returned to open session. Tom Wicker called the session to order and announced that pursuant to Mississippi Code 25-41-7(4)(b), the ITS Board would convene in executive session to conduct a strategy session with respect to prospective litigation because an open meeting would have a detrimental effect on the litigating position of the ITS Board. Tom Wicker further announced the motion to convene in executive session was made by Tom Wicker with a second by John Hairston during the closed session, and that the motion carried with a unanimous vote.

The ITS Board convened in executive session.

Members Present:

Thomas A. Wicker, Chairman

Lynn Patrick, Vice-Chairman

Derek Gibbs

John Hairston

Rodney Pearson

Staff Members Present:

David L. Litchliter, Executive Director

Lynn Ainsworth, ISS Division Deputy Director

Michele Blocker, Internal Support Services Division Director

Melinda Simmons, ISS Technology Consultant

Others Present:

Mark Garriga, Butler Snow

No actions were taken during executive session.

On motion by Rodney Pearson and second by Lynn Patrick that the ITS Board concludes executive session and return to open session:

Motion carried; unanimously.

The ITS Board returned to open session. Tom Wicker called the session to order and directed the Board's attention to agenda item 10, the review and consideration of the appeal of the ITS Executive Director's decision in the protest by Grain Communications of Mississippi, LLC of the award of RFP No. 3603 for the acquisition of build-to-suit radio tower construction services for the **MISSISSIPPI WIRELESS COMMUNICATION COMMISSION (WCC)**.

The Board's discussion of the appeal included the following:

- RFP 3584 was developed by the WCC and ITS for the acquisition of build-to-suit radio tower construction services in support of the deployment of the Mississippi Wireless Information Network (MSWIN). At its May 28, 2009 meeting, the ITS Board reviewed the protest of the award of RFP 3584 by Grain Communications III, LLC; rescinded the award of RFP 3584; and directed that the RFP be amended and reissued to incorporate specific changes as outlined by the Board.

- RFP 3603 (alternately, the “RFP”) was developed by the WCC and the Mississippi Department of Information Technology Services (ITS) for the acquisition of build-to-suit radio tower construction services in support of the deployment of the Mississippi Wireless Information Network (MSWIN), in accordance with the ITS Board’s instructions. The focus of services sought via this RFP was the design and construction of communication towers.
- The RFP was advertised June 9 and 16, 2009 and published on the ITS website June 16, 2009, with proposals due July 14, 2009. The State conducted a mandatory Vendor Conference on June 19, 2009. Vendors were encouraged to submit written questions about the RFP, and the State published answers to those questions on June 30, 2009.
- The State received five proposals, from Crown Castle South LLC; Grain Communications of Mississippi, LLC (“Grain Communications”); Motorola, Inc.; TowerCo II, LLC; and Towers of Mississippi II, LLC. The proposal evaluation was conducted by an evaluation team comprised of ITS and WCC staff.
- The five proposals were scored for technical specifications, vendor qualifications, and references. Lifecycle costs were calculated and verified by each proposing vendor. After the scoring had been finalized, a Notification of Award memo was published on August 24, 2009, contingent upon ITS Board approval and successful contract negotiations.
- On August 27, 2009, the ITS Board approved Towers of Mississippi II as the lowest and best responder to RFP 3603, to provide build-to-suit radio tower construction services.
- The State conducted a Post Procurement Review with Grain Communication representatives via telephone on August 31, 2009, to answer questions about the evaluation of the Grain Communications proposal. Post Procurement Reviews are encouraged, as outlined in Section 021-040 of the ITS Procurement Handbook.

- Grain Communications submitted a protest of the award of the RFP, accompanied by the proper protest bond, within the timeframe prescribed in the ITS Protest Procedure and Policy.
- Pursuant to Section 019-020(R) of the ITS Protest Procedure and Policy, the Executive Director issued his written decision on October 8, 2009. The Executive Director found the protest of Grain Communications lacking in merit and upheld the State's action. Grain Communications timely filed a written request for review by the ITS Board pursuant to Section 019-020(T) on October 13, 2009.
- The ITS Board, pursuant to Section 019-020 of the ITS Procurement Handbook, has considered the request of Grain Communications of Mississippi, LLC for review of the determination by the Executive Director of ITS not to grant the relief requested in the protest by Grain Communications of the Award of RFP Number 3603.
- The Board has performed an objective review of Grain Communications' request, based upon the written materials submitted and all other facts made known to the Board. The Board, pursuant to Section 019-020(T) of the ITS Procurement Handbook, has determined that it desires a Review Conference.

On motion by Rodney Pearson and second by Lynn Patrick, the ITS Board directs the Executive Director to schedule a Review Conference with Grain Communications of Mississippi, LLC on Thursday, November 19, 2009:

Motion carried; unanimously.

The Board acknowledged Agenda Item No. 11 regarding the summary of equipment, software and services, exemptions and sole source procurements approved by the ITS Executive Director.

On motion by Rodney Pearson and second by Lynn Patrick that the following per diem and expenses be approved:

Derek Gibbs - per diem and expenses for 1 day;

Board Meeting, October 29, 2009.

John Hairston - per diem and expenses for 1 day;

Board Meeting, October 29, 2009.

Lynn Patrick - per diem and expenses for 1 day;

Board Meeting, October 29, 2009.

Rodney Pearson - per diem and expenses for 1 day;

Board Meeting, October 29, 2009.

Tom Wicker - per diem and expenses for 1 day;

Board Meeting, October 29, 2009.

Motion carried; unanimously.

There being no further business, the meeting was adjourned by Tom Wicker.

A handwritten signature in black ink, appearing to read 'Tom Wicker', written over a horizontal line.

Tom Wicker, Chairman

A handwritten signature in black ink, appearing to read 'Lynn Patrick', written over a horizontal line.

Lynn Patrick, Vice-Chairman